



School of Political Science and Economics Waseda University

High School Recommendation Admissions (TAIWAN) <for entry in September 2022>

Application Guidelines

Application Period	Interview Notifications	Interview (If required)	Final Announcement of Screening Results	Enrollment Procedures
March 1, 2022 – March 10, 2022	April 11, 2022 *Subject to change	April 22 or April 23, 2022	May 10, 2022	May 11, 2022 – May 27, 2022

The timeline indicates Japan Standard Time (JST)

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SPSE ADMISSIONS

The School of Political Science and Economics welcomes students, from within and outside of Japan, who have achieved a high level of fundamental academic skills and possess strong intellectual curiosity and ambition to succeed in college and beyond. Specifically for the English-based degree programs, we expect students to demonstrate linguistic performance in English, the capacity to think logically, the historical and cultural knowledge required to recognize one's own place in a global setting, and the ability to tackle various kinds of challenges while interacting with people from all over the world. Seeking diversity and excellence in our student body, the School of Political Science and Economics offers four types of admissions: (1) the general entrance examination administered by the School in Japanese, (2) the National Center for University Entrance Examination in Japan, (3) recommended admission from designated high schools, and (4) evaluation by the admissions office (AO). In particular, the School makes use of the third and fourth types to open its doors to those with educational experiences different from what is typically found in Japan.

OUR DEGREE PROGRAMS

B.A. in Political Science

A pervasive feature of human existence, politics entails both cooperation and conflict—in our local communities, in domestic and international environments, and on a global scale. The bachelor's degree in political science at Waseda University promotes the scientific understanding of politics. We educate students to think independently and critically about the determinants and implications of important political phenomena, such as elections in democracies or patterns of international disputes. The political science major fosters students' awareness in public issues, develops students' analytical skills, and encourages students to take responsibility and pursue leadership roles. Ultimately, the major prepares students to contribute to solving the imminent and long-term problems that humanity faces.

As one of the best political science faculty in Japan, our professors pursue broad-ranging and cutting-edge research. As such, our course offerings reflect new theoretical and methodological developments in the field. The degree outlines a systematic curriculum for this dynamic discipline, which includes the study of political philosophy, institutions, public opinion, mass behavior, international relations, public policy, history, and area studies. In addition, we require political science majors to take analytical and quantitative methods courses. Political science majors often specialize in a particular subfield of political science after acquiring a broad foundation during the first two years of course work.

B.A. in Economics

Economics has become a universal language to describe and analyze a vast range of human interactions, from individual and household decisions such as consumption, marriage and education, to development and growth of countries. The bachelor's degree in economics at Waseda University combines solid theoretical foundations with practical experience in the collection and analysis of diverse empirical data. The economics major equips students with quantitative skills through microeconomics, macroeconomics, game theory and econometrics. We also offer a wide selection of specialized courses that train students to apply quantitative methods to specific policy issues in reality. The degree program aims to turn out leaders in various arenas such as firms, financial institutions, government agencies, central banks, media, NGOs, academia, and politics.

Professors of economics at Waseda University possess wide-ranging international experience in research and policy consultation. While many of the members of our faculty engage in theoretical research, others conduct extensive fieldwork in Asian and African countries for research on economic development and economic history. The School also operates one of the largest laboratories for experimental economics in Asia. Some faculty members have been leading members of councils of the Japanese government. Thus, our curriculum combines theoretical and empirical training of the highest standard, and fully reflects the wealth of expertise in the faculty.

B.A. in Global Political Economy

The goal of our distinctive bachelor's degree in global political economy is to educate future leaders well-grounded in theory and evidence from both political science and economics, who will adopt a perspective unfettered by the boundaries of time and place. The complex, dynamic world of today—and of the future—needs talented graduates who can use fundamental knowledge of public philosophy, politics and economics to offer solutions to contemporary issues of salience through analytical reasoning, data analysis, and effective communication. The global political economy major equips students with these essential skills and extraordinary expertise based on a curriculum that reflects the established and cutting-edge research profiles of our faculty.

The structured curriculum balances political science and economics in terms of credit requirements and also includes several courses in analytical and quantitative methodology. Thus, the degree is similar to a double major in that students first learn the core principles of political science and economics as separate disciplines and later integrate them as they pursue more specialized and advanced coursework. In seminar discussions, presentations and written assignments, we encourage students to incorporate both subjects. Upon completing the degree, students will be prepared for a wide range of careers and ready to address the various challenges of our global, interdependent society.

I. Outline for High School Recommendation Admissions (Taiwan)

School of Political Science and Economics, English-based Degree Program by Recommendation (Taiwan) is only for those students who are graduating and were recommended by the principal of a high school designated by Waseda University.

A. Degree Programs, Academic Year and Number of Students to be Admitted

School	Course	Degree Programs	Year	Number of students to be admitted from your high school
School of Political Science and Economics	English-based Degree Program	B.A. in Political Science	First Year	2
		B.A. in Economics		
		B.A. in Global Political Economy		

[Attention]

- * Each applicant is allowed to apply for only one of the degree programs above.
- * New students will begin their enrollment on September 21, 2022. However, various programs for enrollment including brief orientation sessions will start in mid-September.

B. Applicant Eligibility

To apply for admission as a recommended applicant, you should meet all of qualifications and requirements (1) through (5) below.

(1) Commitment	<p>You must be eager to enter the English-based Degree Program of the School of Political Science and Economics, Waseda University as your first choice.</p> <ul style="list-style-type: none"> In principle, withdrawing from the program after admitted will not be allowed. Please apply with the thorough understanding of what this admission scheme aims.
(2) Academic background	<p>You must be enrolled in a high school designated by Waseda University, must be recommended by the principal of the high school, and must be scheduled to graduate from the high school <u>by September 20, 2022</u>.</p> <ul style="list-style-type: none"> If you have completed a standard 12-year of elementary and secondary school education curriculum in less than 12 years as the result of grade-skipping or early graduation and thus would be younger than 18 years of age at the time of enrollment to the university, contact the International Admissions Office regarding your application eligibility. Neither your nationality nor experiences of living abroad has bearing on your application. Even if you studied in different high schools before, you will be eligible to apply for this admission as long as you are currently registered at a high school designated by Waseda University. In that case, the grades for all the period at all the high schools (or equivalent educational institutions) you have attended must meet the requirement (3) below.
(3) Academic transcripts	<p>You must submit academic transcripts for all subjects you have taken during grade 10, grade 11, and the first semester of grade 12 at your high school.</p> <p>* The "學生個人成績暨分數百分比一覽表" must be issued by your high school in the "大學甄選入學繁星推薦" format designated by the "大學甄選入學委員會", which shows the academic grades for all semesters in grades 10 and 11. Your "總平均" must be ranked within the top 40%, and your "英文" must be ranked within the top 30%.</p>

<p>(4) Score of English Language Proficiency Test</p>	<p>You must submit one of the score cards listed below. Only the scores of tests taken on or after February 26, 2020 are considered valid.</p> <ul style="list-style-type: none"> • TOEFL-iBT: a total score of 86 or higher <ul style="list-style-type: none"> ➤ TOEFL-ITP scores are not accepted. ➤ Please visit www.toefl.org for more information on the examination. ➤ The Waseda University code is 9342 for sending scores directly from ETS. ➤ We consider sitting scores only. “My Best” score is not taken into consideration for screening. • IELTS (Academic): 6.5 or higher <ul style="list-style-type: none"> ➤ Please visit www.ielts.org for more information on this examination. ➤ Please request the test centers to submit the IELTS certificates to the International Admissions Office. <div data-bbox="389 627 904 819" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><International Admissions Office></p> <p>2nd floor, Bldg. 1, Waseda University 1-6-1 Nishi-Waseda Shinjuku-ku Tokyo, 169-8050 Japan</p> </div> • GEPT (全民英検): Advanced Level (複試) or higher <ul style="list-style-type: none"> * submit the original score card <p>※While we prefer scores from TOEFL iBT, IELTS Academic or GEPT listed above, when you are unable to submit any of the above test scores, you must submit one of the following English language proficiency tests. If you submit the score from the following tests, you need to submit a Statement on Examinations and/ or Tests. The Statement form is available at: https://www.waseda.jp/fpse/pse/en/applicants/download/</p> <ul style="list-style-type: none"> • TOEFL iBT Home Edition: a total score of 86 or higher <ul style="list-style-type: none"> ➤ Please visit https://www.ets.org/toefl for more information on the examination. ➤ The Waseda University code is 9342 for sending scores directly from ETS. ➤ We consider sitting scores only. “My Best” score is not taken into consideration for screening. • IELTS Indicator: 6.5 or higher <ul style="list-style-type: none"> ➤ Please visit https://www.ieltsindicator.com/ for more information on this examination. ➤ Use the IELTS electronic score delivery service to send your scores directly to the School of Political Science and Economics, Waseda University. • Duolingo English Test (DET): 115 or higher <ul style="list-style-type: none"> ➤ Please visit https://englishtest.duolingo.com for more information on this examination. <p>Select “Waseda University- School of Political Science and Economics” for sending scores directly from Duolingo.</p> <p>*Scores must be submitted by the deadline. (Even if the score cards are being sent directly from the organization that administered the examination, only those that arrive before or during the application period are considered valid.) It often takes several weeks for test scores to reach us, so allow yourself sufficient time to order your test scores.</p>
<p>(5) Statement of Consent and Declaration</p>	<p>You must consent to terms 1 through 11 below based on a full understanding of these terms, and fill out the Application Form – page 3 [Section 12 Declaration and Signature] with the required information.</p> <p>1. I declare that I will not apply for any other universities/colleges by recommendation of senior high school.</p>

	<p>2. I declare that I will not withdraw after I submit this application.</p> <p>3. I declare that the information provided by me is true and complete in every particular.</p> <p>4. I acknowledge that all documents submitted become the property of Waseda University and will not be returned.</p> <p>5. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcripts, might invalidate my application and that Waseda University may withdraw an offer of a place or cancel my enrollment in consequence.</p> <p>6. I understand that Waseda University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.</p> <p>7. I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Waseda University with information which that institution holds about me for the purpose of Waseda University verifying my grades and/or qualifications or experience.</p> <p>8. I acknowledge that Waseda University will not be held responsible for any loss incurred should the Ambassador/Consul of Japan decide to delay or deny my request for a student visa.</p> <p>9. I declare that I will be able to abide by the statutes, regulations and policies on admission, and fee payments and fee refunds of Waseda University.</p> <p>10. 11. I have read and understood the above conditions and accept them in full.</p>
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C. Application Period

Application Period	March 1, 2022 – March 10, 2022
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The timeline indicates Japan Standard Time (JST)

*We do not accept applications that arrive after the application period.

D. Requests of Special Consideration by Physical Difficulties

If you expect to require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact the International Admissions Office at Waseda University immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

Contact	International Admissions Office / Tel: +81-3-3204-9073
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II. Application Procedures

A. Screening Fee

A screening fee (¥5,000) is required to be paid for admissions prior to your application.

Notes

- Make sure to pay the screening fee before you apply for the admission.
- Applications cannot be accepted unless the screening fee has been paid.

B. Payment Methods for Screening Fee

Please make your payment in accordance with the following procedure.

<Payment by Credit Card / China union Pay>

Online Payment Period
March 1, 2022 – March 10, 2022

The timeline indicates Japan Standard Time (JST)

- Please access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedure. Check the details of the screening fee payment method on Page 9. In the “Category Selection” page of the website, please make the following selections:

First Selection	English-based Degree Program
Second Selection	School of Political Science and Economics
Third Selection	September 2022 Admission
Fourth Selection	High School Recommendation Admissions

- After completing the transaction, print the “Result” page and attach it to the Application Form.
- The payment can be made 24 hours a day, 7 days a week.
- The payment can be made with a credit card in the name of a person other than yourself. However, your own information must be entered in the “Basic Information” page on the screening fee payment website.

In the following figures, the screening fee is referred to as the "Examination Fee".

Waseda University

Examination Fee Payment by Credit Card, Union Pay, and Alipay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using
Credit Card, Union Pay, and Alipay.

Web Application - Online Transaction

Access the site below

<https://e-shiharai.net/ecard/>

- 1. Top Page**
- 2. Terms of Use and Personal Information Management**
- 3. School Selection**
- 4. School Information**
- 5. Category Selection**
- 6. Basket Contents**
- 7. Basic Information**

Click "Examination Fee".

Please read the Terms of use an Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

Click "Waseda University".

Read the information carefully and click "Next".

Choose First to Fourth Selection and click "Add to Basket".

Check the contents and if it is OK, click "Next".

Input the applicant's basic information.
Choose your credit card and click "Next".

Paying with Credit Card

Input Credit Card Number (15 or 16-digits), expiration date and security code.

↓

All of your application information is displayed.
Click "Confirm" to verify.

↓

Click "Print this page" button and print out "Result" page.

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

↓

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

↓

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date".
Please make sure your printer is ready.

↓

Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed **"Result"** page in an application envelope with
other necessary application documents.

Necessary application documents

Mail it from Post office

[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

C. Application Method

After paying the screening fee, **enclose all application documents in an envelope and submit them to your teacher in charge. The high school is requested to send the documents of all applicants of your school at once to the following address by EMS or international courier service (with tracking service).**

[Send application documents to:]

International Admissions Office, Admissions Center, Waseda University
 <High School Recommendation Admissions (Taiwan)>
 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
 TEL: +81-3-3204-9073

Notes

- On the envelope, write SPSE High School Recommendation Admissions (Taiwan).
- We will not issue a certificate of receipt for application documents. To check whether or not the application documents have been reached, please contact the post office or the courier service company directly with the tracking number given by them.
- “Application Period” means the period when application documents must arrive at Waseda University posted from your high school. Please note that this period does not mean a period the applicants submit the application documents to the high schools.
- Application documents must be received by the respective deadlines. Late applications will not be accepted. Also, they will not be accepted if brought in person, faxed or e-mailed to the International Admissions Office.

D. Application Documents**(1) List of Application Documents**

A: Non-Japanese national who does not hold the Status of Residence in Japan

Necessary=○

B: Non-Japanese national who holds the Status of Residence in Japan

Unnecessary=×

C: Japanese national

No	Applicant Category Required Documents	A	B	C	High School
Required Documents for Admission					
1	Application Form • All of page 1 to 3 • Photograph (Affix to the box on page 1)	○	○	○	YES ^{*1}
2	Reason for Application (Essay)	○	○	○	
3	Certificate of Expected Graduation	○	○	○	
4	Academic transcript	○	○	○	
5	學生個人成績暨分數百分比一覽表	○	○	○	
6	Translation(s) of 3 / 4 above notarized by your high school, an Embassy or another appropriate office officially approved by the government	* 2	* 2	* 2	
7	Score Card of English Language Proficiency Test	○	○	○	
8	Letter of Recommendation	○	○	○	
Required Documents for Those Who Wish Waseda University to Apply for COE on Their Behalf					
9	Certificate of Deposit Balance of a Bank Account	○	×	×	
10	Agreement for Defraying Expenses	○	×	×	YES ^{*1}
11	Application for Certificate of Eligibility [COE] with 1 photograph attached	○	×	×	YES ^{*1}
12	Copy of Passport	○	×	×	
Other document					
13	Certificate of Residence in Japan	×	○	×	

*1 For items checked “YES” on the “High School” column, obtain the designated documents from your school and fill them out before you apply.

*2 Required only if the documents stated on No. 3, No. 4, or both are not written either in Japanese or English.

(2) Details on the Application Documents

- Do not staple application documents. Clip all the documents together based on the order of the categories specified in “(1) List of Application Documents” on the previous page. Also, make sure not to put them in a file or a folder.
- Use single-side printing when you print the form (Double-side printing is prohibited).

< Required Documents for Screening >

1	Application Form - For all pages	<ul style="list-style-type: none">• Complete the Application Form in English in your own handwriting (with black ink) or by typing.• Even if you have nothing to enter in a field, do not change the format. Give concise descriptions in order to fit in the given pages (3 pages).								
	Application Form Page 1	<p>”Section 1 Personal Details”</p> <ul style="list-style-type: none">• Enter your e-mail address in the “E-mail” field. Your e-mail address will be used to contact you if any errors are found in your application documents. Please ensure that you check the e-mails constantly. <p>“Section 2 Photograph”</p> <p>Take a photograph in accordance with the following instructions and firmly affix it to the specified space.</p> <ul style="list-style-type: none">• Size of the photograph should be 4cm long and 3cm wide (a color photograph taken on or after December 1, 2021).• The photograph should be taken in front of a plain background, no borders, and in full-face and upper body view directly facing the camera.<ul style="list-style-type: none">* Write your name on the back of the photographs.* The photograph will be used to identify you on the day of the examination and also be used for your Student ID card after admission. Provide the photo of yourself with eyes clearly visible for accurate identification.* Avoid glasses, scarves, or hairstyles that may make it difficult to identify you.* <u>Another identical copy of your photograph will be required for enrollment procedure. Make sure to keep either the photograph or its negative.</u> The photographs will be registered as your identification information after admission for various purposes including Web services and students ID card.								
	Application Form Page 2	<p>”Section 3 Program Choice”</p> <ul style="list-style-type: none">• Choose the degree program of your choice. (You are not allowed to apply for more than one degree program.) <p>“Section 4 Educational Background”</p> <ul style="list-style-type: none">• List your educational background in a chronological order starting from elementary school up to now. See below for an example. <p>e.g.)</p> <table><tr><td>Tokyo/Japan</td><td>Waseda Primary School</td><td>2010 / September – 2016 / June</td></tr><tr><td>Seoul/Korea</td><td>Waseda Junior High School</td><td>2016 / September – 2019 / June</td></tr><tr><td>Taipei/Taiwan</td><td>Waseda High School</td><td>2019 / September – 2022 / June</td></tr></table>	Tokyo/Japan	Waseda Primary School	2010 / September – 2016 / June	Seoul/Korea	Waseda Junior High School	2016 / September – 2019 / June	Taipei/Taiwan	Waseda High School
Tokyo/Japan	Waseda Primary School	2010 / September – 2016 / June								
Seoul/Korea	Waseda Junior High School	2016 / September – 2019 / June								
Taipei/Taiwan	Waseda High School	2019 / September – 2022 / June								
Application Form Page 3	<p>”Section 6 Recommendation Eligibility Check”</p> <ul style="list-style-type: none">• Confirm if you meet the eligibility requirements and check the boxes for each requirement. <p>“Section 8 Check List (Application Documents)”</p> <ul style="list-style-type: none">• Confirm that you have completed all of the required documents and check "Yes" if they are enclosed. (For documents which are not required to submit, please check "NO".) <p>“Section 9 COE Application</p> <ul style="list-style-type: none">• If you want the International Admissions Office of Waseda University to apply for the COE on your behalf, check "Yes". <p>“Section10 Screening Fee”</p> <ul style="list-style-type: none">• Check the appropriate box and enclose a document which proves your payment of the screening fee. <p>“Section 12 Declaration and Signature”</p> <p>Read the section carefully and affix your signature to indicate that you agree with those terms.</p>									

SPSE (2022 High School Recommendation Admissions)

2	Reason for Application (Essay)	<p>You are required to compose and write a Reason for Application (essay) <u>by yourself</u> in accordance with the following instructions.</p> <p><INSTRUCTIONS></p> <p>Write an essay of around 1000 words that explains why you want to study at the School of Political Science and Economics at Waseda University. In particular, describe the reasons for your selected degree (political science, economics, or global political economy) and your plans for using what you learn in the future. Your essay should reflect your own personal perspectives and experiences.</p> <p>NOTES</p> <ul style="list-style-type: none"> * Use white A4 or letter-sized paper and print out your essay in black ink. * Prepare your essay on a computer using size 12 font and double spacing. * Place your name and the title at the top of the essay. Do not include your name anywhere else in your essay and do not include a photo of yourself in the essay. * Add "The End" at the end of the essay. Number the pages of your essay.
3	Certificate of Expected Graduation	<p>Submit a certificate issued by your high school to prove you will complete a 12-year educational curriculum (certificate of expected graduation from your current high school).</p> <ul style="list-style-type: none"> * If no fixed format is used for a certificate of expected graduation at your high school, use the "Template for Certificate of Expected Graduation" to be filled out by your teacher with the official seal of your high school. * All documents must be original. * If you cannot submit an original document, submit a certified true copy issued prior to your application by your high school. * Documents must be written either in English or Japanese. * For documents written in languages other than the above, attach a Japanese or English translation notarized by your high school, an Embassy or another appropriate office officially approved by the government. * If the certificate extends over 2 or more pages or double-sided, all pages must have the official school seal or the signature by the person issuing the documents.
4	Academic Transcript	<p>Submit academic transcripts for all subjects you have taken from grade 10 to the first semester of grade 12 at your high school.</p> <ul style="list-style-type: none"> * <u>Documents must be original.</u> * If you cannot submit an original document, submit a certified true copy issued prior to your application by your high school. * <u>Documents must be written either in English or Japanese.</u> * For documents written in languages other than the above, attach a Japanese or English translation notarized by your high school, an Embassy or another appropriate office officially approved by the government. * <u>If the certificate extends over 2 or more pages or double-sided, all pages (or double-sided) need the school seal or signed by the person issuing the documents.</u> <p>If you studied in several schools, submit the academic transcripts of all the high schools in which you studied.</p>
5	學生個人成績暨分數百分比一覽表	<p>Submit the "學生個人成績暨分數百分比一覽表" issued by your high school in the "大學甄選入學繁星推薦" format designated by the "大學甄選入學委員會", which shows the academic grades for all semesters in grades 10 and 11.</p> <ul style="list-style-type: none"> * Your "總平均" must be ranked within the top 40%, and your "英文" must be ranked within the top 30%. * "學生個人成績暨分數百分比一覽表" must be original with official seal of your school. * <u>If you cannot submit an original document</u>, submit a Certified True Copy issued prior to your application by your high school. <p>If you studied in several schools, submit the "學生個人成績暨分數百分比一覽表" of all the high schools in which you studied.</p>

SPSE (2022 High School Recommendation Admissions)

6	Translation(s) of 3/4 above notarized by your high school, an Embassy or another appropriate office officially approved by the government	For documents 3 and 4 above written in languages other than Japanese or English, attach a Japanese or English translation notarized by your high school, an embassy or another appropriate office officially approved by the government.
7	Score of English Language Proficiency Test	<ul style="list-style-type: none"> • TOEFL-iBT: a total score of 86 or higher <ul style="list-style-type: none"> ➢ TOEFL-ITP scores are not accepted. ➢ Please visit www.toefl.org for more information on the examination. ➢ The Waseda University code is 9342 for sending scores directly from ETS. ➢ We consider sitting scores only. “My Best” score is not taken into consideration for screening. • IELTS (Academic): 6.5 or higher <ul style="list-style-type: none"> ➢ Please visit www.ielts.org for more information on this examination. ➢ Please request the test centers to submit the IELTS certificates to the International Admissions Office. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><International Admissions Office></p> <p>2nd floor, Bldg. 1, Waseda University 1-6-1 Nishi-Waseda Shinjuku-ku Tokyo, 169-8050 Japan</p> </div> • GEPT (全民英検): Advanced Level (複試) or higher <ul style="list-style-type: none"> * submit the original score card <p>※While we prefer scores from TOEFL iBT, IELTS Academic or GEPT listed above, when you are unable to submit any of the above test scores, you must submit one of the following English language proficiency tests. If you submit the score from the following tests, you need to submit a Statement on Examinations and/ or Tests. The Statement form is available at: https://www.waseda.jp/fpse/pse/en/applicants/download/</p> <ul style="list-style-type: none"> • TOEFL iBT Home Edition: a total score of 86 or higher <ul style="list-style-type: none"> ➢ Please visit https://www.ets.org/toefl for more information on the examination. ➢ The Waseda University code is 9342 for sending scores directly from ETS. ➢ We consider sitting scores only. “My Best” score is not taken into consideration for screening. • IELTS Indicator: 6.5 or higher <ul style="list-style-type: none"> ➢ Please visit https://www.ieltsindicator.com/ for more information on this examination. ➢ Use the IELTS electronic score delivery service to send your scores directly to the School of Political Science and Economics, Waseda University. • Duolingo English Test (DET): 115 or higher <ul style="list-style-type: none"> ➢ Please visit https://englishtest.duolingo.com for more information on this examination. <p>Select “Waseda University- School of Political Science and Economics” for sending scores directly from Duolingo.</p> <p>*Scores must be submitted by the deadline. (Even if the score cards are being sent directly from the organization that administered the examination, only those that arrive before or during the application period are considered valid.) It often takes several weeks for test scores to reach us, so allow yourself sufficient time to order your test scores.</p>
8	Letter of Recommendation	Submit a recommendation letter written by the School Principle in English on a designated form. The letter should have an official seal of the high school.

<Documents for those who want Waseda University to apply for the COE on your behalf>

Tick "Yes" at the Section 9 in "Application Form", page 3, and submit the required documents listed below.

- * If you DO NOT want Waseda University to apply for the COE on your behalf, tick "No" at the Section 9 in "Application Form". In this case, you will not need to submit the following documents (9-12) listed below.

9	Certificate of Deposit Balance of a Bank Account	<p>Submit a certificate of deposit balance of a bank account.</p> <ul style="list-style-type: none"> Copies of passbook pages or monthly account statements are not acceptable as certificates. If you receive financial support from your family members or others to cover your expenses, submit a certificate of the Deposit Balance of a Bank Account of that person who covers your expenses. If you are the one who pays for your school and living expenses, submit a certificate of the deposit balance of your own bank account Documents must be original. The certificate must be written either in Japanese or English. If the certificates in English cannot be issued by banks, attach a Japanese or English translation (No notarization by an Embassy or other appropriate office officially approved by the government is necessary). All the certificates must be issued within 6 months prior to the application period. The deposit balance needs to be either in <u>ordinary deposit account</u> or <u>fixed deposit account</u>. If the balance is considered insufficient, or the type of deposit account is not applicable, your application may not be accepted. Certificate of deposit balance of Stock from stock companies or similar are not acceptable as a certificate of balances of a bank account.
10	Agreement for Defraying Expenses	<p>Fill out the designated form.</p> <ul style="list-style-type: none"> Receive the designated form from your school teacher and fill out the form. Be sure to have signature of a bank account holder of the certificate of deposit balance. If you fill in the "Government/sponsoring agency" column on the document 9 (Statement of Financial Resources), submit a document certifying the period of sponsorship and amount of fund you will receive. All documents must be written either in Japanese or English. If defrayer writes in a language other than Japanese or English, attach a translation in Japanese or English (No notarization by an Embassy or other appropriate office officially approved by the government is necessary).
11	Application for Certificate of Eligibility (COE) with 1 photograph attached	<p>Fill out the designated form in English.</p> <ul style="list-style-type: none"> Receive the designated form from your school teacher and fill out the form. The document must be handwritten (with black ink) or typed by the applicant. Use white A4 sized papers and print the form in black. Submit one piece of your photograph (with your name on the back). The photographs must be the identical copies of the one you used for the application form. Attach the photograph on the application for a Certificate of Eligibility. <u>If you hold the status of residence not listed below and if needed, change the status to "Student" by yourself once you are accepted to Waseda University.</u> <ul style="list-style-type: none"> - Permanent Resident - Spouse or Child of Japanese National - Spouse or Child of Permanent Resident - Long Term Resident
12	Copy of Passport	<p>Submit the photocopies of the following designated pages:</p> <ul style="list-style-type: none"> Page(s) with your photograph, name and passport number Page(s) with record of entry to and leaving from Japan Above copies are not necessary if you have not yet applied for your passport. However, make sure to apply for a passport immediately.

<Other Document>

13	Certificate of Residence in Japan	<p>If you hold a valid status of residence in Japan, submit one of the followings:</p> <ul style="list-style-type: none"> Certificate of Residence ("Juminhyo") which shows your nationality, residence status, period of residence, expiration date of the period of stay, and your residence card number. Copies of both sides of your residence card
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E. Notes on Application

Please note the followings when you make an application.

- Application documents must be complete in order to be qualified for the screening.
- When we contact you concerning your application, please follow our instructions immediately.
- You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized the document, materials, or information submitted in your application. In such case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.
- When submitting additional documents, send them to the address shown on the last page of this application guideline. Write SPSE High School Recommendation Admissions (Taiwan): Additional Documents in red ink on the envelope containing your documents. The documents that arrive within the application period will be considered valid, but those which arrive after the application period will not be accepted.
- As a general rule, application documents and screening fees are not returned. However, a full screening fee will be returned if you fall into one of the categories below.
 - 1) You paid a screening fee, but failed to submit the required application documents.
 - 2) You paid a screening fee, but submitted the application documents after the deadline.
 - 3) You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
 - a. The submitted application materials are not complete enough to meet the application requirements.
 - b. You do not meet all the eligibility criteria.
 - * If you fall into one of the categories above, please contact the Waseda University International Admissions Office.
 - * If you have made a payment by credit card, handling fees which may be incurred for refund must be paid by the applicant. Also, if you have made a payment by wire transfer from the bank outside of Japan, all handling fees to be charged for refund to that bank must be paid by the applicant.
- If there is a change of address, telephone number, or e-mail address after application, promptly notify the International Admissions Office, Waseda University.
- Waseda University is not able to make arrangements for accommodation or transportation needed for admission. Please make those arrangements by yourself.

F. Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth, etc.) collected at the time of application in order to carry out operations such as the screenings, announcement of screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure or unauthorized use. All or part of the above operations may be outsourced to an agency. In such cases, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and research to improve our admissions. The information will be statistically processed to prevent any individuals from being identified.

G. Collecting information on gender

Waseda University collects gender information only when there are justifiable reasons and keeps such cases to a minimum. For details, please refer to the following website:

“Collecting Information related to Gender – Office for Promotion of Equality and Diversity – Waseda University,” available at <https://www.waseda.jp/inst/diversity/support/sexual-minority/>

III. Screening & Announcement of Screening Results

A. Screening Methods

(1) Document Screening

You will be screened in a holistic manner based on your application documents.

(2) Interview (if required)

Interviews will be conducted in English via online system, only if deemed necessary after document screening.

B. Screening Schedule

Application Period	March 1, 2022 – March 10, 2022
Interview Notifications	April 11, 2022*Subject to change
Interview Dates	April 22 or April 23 2022
Final Announcement of Screening Results	May 10, 2022

The schedule above is indicated by Japan Standard Time (JST)

C. Interview (only if required)

The School of Political Science and Economics will notify individual applicants by e-mail whether an interview will be required of them. Interviews will be required only if we judge that there is a need for further information in addition to that provided on the application documents. An interview request (or lack thereof) is not indicative of your results (pass or fail). We will not accept any inquiries regarding the criteria used to determine who is interviewed.

(1) Interview Notification

Interview notifications will be sent to applicants via e-mail by the following date. If you do not receive a notification e-mail by the date listed below, please contact us at spse-edp@list.waseda.jp by the designated deadlines for contact.

(1) Interview Method

The interview will be conducted in English via online system.

Please follow the instructions in the “Web Interview System Guideline” that can be found on our website (<https://www.waseda.jp/fpse/pse/en/applicants/download/>).

- Before the day of the actual interview, the School of Political Science and Economics will schedule a date with the applicant to perform a test call.
- If an applicant is unable to receive the e-mail due to an e-mail system error on the applicant’s part, and the applicant consequently misses his or her interview date, the School of Political Science and Economics cannot be held responsible.
- You will be responsible for creating an appropriate interview environment, ensuring internet connectivity, and paying any fees that may be incurred. If we find that the interview location is inappropriate during the interview (i.e., there is too much background noise, the presence of other people is an issue, etc.), the interview will be cancelled, and the applicant will be considered absent from the interview.

D. Announcement of Successful Applicants

Final Announcement of Screening Results	May 10, 2022
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The timeline indicates Japan Standard Time (JST)

Final result, Certificate of Acceptance, and a guide to enrollment procedure will be posted or e-mail to the successful applicant.

Final screening result will be sent to your school teacher in charge by e-mail or by post using EMS or other international courier services.

* We will not answer inquiries about screening results by telephone or FAX.

E. Notes for Admission**<Dishonest Acts>**

Waseda University has provided the following guidelines so that entrance examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. You may be deemed to have committed a dishonest act if Waseda University determines that you falsified, fabricated, or plagiarized any of the document(s), statement(s), or information submitted for your application.
2. Your actions may be considered dishonest if you commit any of the following acts:
 - 1. Cheating (concealing or glancing at a cheat sheet, or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
 - 2. Providing benefits to other examinees (providing them with answers etc.) during the examination
 - 3. Keeping your mobile communication device with you or using it during the examination
 - 4. Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
 - 5. Conducting acts that could be considered a nuisance to other examinees at an examination venue
 - 6. Not following instructions from examination supervisors at an examination venue
 - 7. Pretending to be an applicant and taking the examination for the applicant
 - 8. Conducting other acts impairing the fairness of the examination
3. The following responses may be taken if an applicant is suspected of committing a dishonest act.
 - A supervisor may warn or question the applicant.
 - The applicant may be requested to take the examination in another room.
4. In addition, the following responses may be taken if a dishonest act is identified.
 - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

<Unforeseen problems that are beyond human control>

In the case of accidents or unforeseen circumstances that are beyond human control, measures including changing the admissions procedures or postponing the admissions may be taken. In such an event, the University will bear no responsibility for any resulting inconvenience, expenses, or other personal losses that may be incurred.

IV. Enrollment Procedures

Details of the enrollment procedures are provided in the "Handbook on Enrollment Procedures", which will be sent to the successful applicants. This section provides an outline of the procedure and required documents.

Keep these points in mind and be sure to follow the correct procedure for enrollment.

* As a general rule, "Registration fee, School expenses and Association fees" once paid as well as the enrollment documents submitted will not be refunded or returned. Please refer to the "Handbook on Enrollment Procedures" which will be sent to the successful applicants for more details.

A. Payment of Admission Fee, School Expenses and Other Fees

Registration fee and school expenses and association fees (for the fall semester 2022) must be paid by bank transfer within the payment period stated below. The amount of fees and instruction for bank transfer will be posted to the applicants along with other documents when announcing the final screening results.

* As a general rule, "Registration fee, School expenses and Association fees" once paid as well as the enrollment documents submitted will not be refunded or returned. Please refer to the "Handbook on Enrollment Procedures" which will be sent to the successful applicants for more details.

Payment Period	May 11, 2022- May 27, 2022
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The timeline indicates Japan Standard Time (JST)

● For Reference Only

Please refer to the following link for the school fees.

<https://www.waseda.jp/fpse/pse/en/applicants/tuition/>

*Please refer to "AO Admissions".

*For 2022 figures, please refer to the Enrollment Procedures Guidelines which will be sent to successful applicants.

- Waseda University uses an automatic account transfer system for payment of school expenses and other fees. School expenses and other fees for the spring semester are scheduled to be transferred on May 1. School expenses and other fees for the fall semester are scheduled to be transferred on October 1 in the second and subsequent years. If financial institutions are closed on May 1 or October 1, the account transfer will be processed on the following business day.
- The School fees are subject to changes are subject to change.
- Some specific courses may require separate fees for field work.

Ex :

Sport, Field Practice Fee	1,500–40,000 yen ... For Health and Physical Education courses
Teacher Training Course Auditing Fee	1,000 yen per credit ... For teaching licenses
Librarian Training Course Auditing Fee	7,000 yen ... For librarian certification (including certification for school librarians)

- The School expenses and other fees required for the second and subsequent years include tuition, student reading room fee, academic association annual fee, and Waseda University Student health promotion mutual aid association fee (student health insurance fee). In addition, 40,000 yen for the alumni association membership fee (for 10 years after graduation) is required in the 8th semester.
- If you are currently enrolled in, graduated from, completed, or withdraw from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the admission fee (equivalent to registration fee). For more information, please refer to the handbook on enrollment procedures sent to successful applicants or contact the Waseda University International Admissions Office.

B. Submission of Enrollment Documents

Successful applicants who completed the payment of admission fee, school expenses and other fees in the designated period will receive a handbook on the online enrollment procedures and relevant documents. The documents will be sent to the address specified on the application form by EMS or international courier service. Follow the enclosed "Guide to Enrollment Procedures" to complete and submit these documents during the designated period. The documents are scheduled to be sent out in summer.

C. Dormitories

By completing the required application procedure and passing the screening, students admitted, if they choose to, may apply for the student dormitories. For detailed information about the dormitories, refer to the following website.

https://www.waseda.jp/inst/rlc/en/student_dormitory/

D. Scholarships

There are separate scholarships for Japanese and international students.

Scholarship programs available for international students are listed on the page of the School of Political Science and Economics website. Programs vary every year, so please note that the programs listed on the website may not be available in the particular year of your study. These scholarships are awarded to privately-financed international students. Government-sponsored international students and students whose tuition is being paid by a foreign government or scholarship organization will not be eligible to apply for these scholarship programs. For more information about scholarships, please view the following page:

<https://www.waseda.jp/fpse/pse/en/applicants/tuition/>

➤ **Prior to Enrollment**

Screening for the scholarships will be performed along with application screening. Eligible recipients will be notified when the document screening results are announced or during the enrollment procedure. There is no need to submit a separate application.

➤ **After Enrollment**

Students can also apply for scholarships after admission to the university.

E. Application for visa and COE by proxy

International students without resident status in Japan are basically required to apply for a Certificate of Eligibility (COE) in order to apply for a Student visa to enter and reside in Japan.

Application for a COE must be filled by one of the following persons:

1. The student himself/herself (You)
2. Administrative staff of the accepting institution (Waseda University) 【As a proxy】

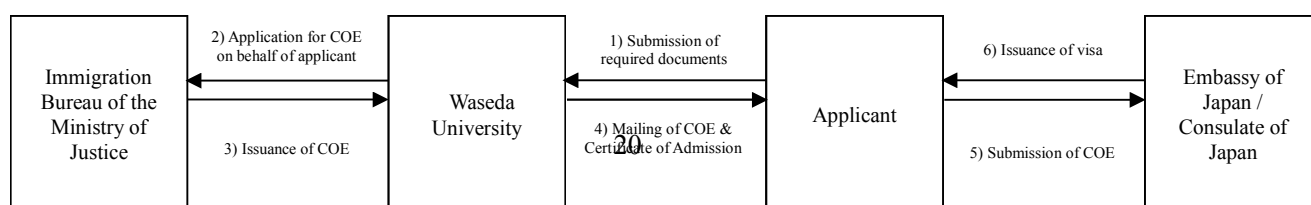
Waseda University will act as a proxy (on behalf of you) and apply for your COE if all the following requirements are met:

1. You do not have a Japanese residence status and require a COE to obtain a “Student” visa.
2. You submit all the required documents for a COE and complete the necessary enrollment procedure.

The following steps must be taken in order to obtain a COE and student visa.

1. Apply for a COE by submitting the COE application documents at the Tokyo immigration bureau.
2. After the COE is issued, you should take it together with other documents (e.g. Passport) to the local Japanese embassy or consulate and apply for a Student visa.

“Student” Visa Acquisition Process (1 → 2 → 3 → 4 → 5 → 6)



NOTE:

- The entire process takes approximately two months thus please submit the COE documents at the time of admissions.
- If you hold a dual citizenship of Japan and another country, you cannot apply for the COE/student visa.
- Non-Japanese nationals with a Short-term visa are not eligible to enroll in a university.
- If you already have a “Student” visa, apply for the extension of the period of stay as needed. An application for the extension of the period of stay can be made from three months before your visa expires. For further information, contact the Immigration Bureau.
- If you currently have a visa other than "Short-term" visa (such as “Long-term Resident” or “Dependent”), you do not need to undertake any immigration procedure. If you wish to change your visa status to “Student”, you should apply for a change of resident status at your own responsibility.
- “Student” visa holders are eligible to apply for tuition waiver programs and scholarships for international students. A non-Japanese resident who holds a visa other than “Student” allows him/her to enroll in a university but may not be able to apply for the financial support programs for international students.
- Waseda University applies for a COE on behalf of the students only for a “Student” visa. Those who intend to apply for other types of visas are required to file their applications themselves.
- If you do not submit the necessary documents or the submitted documents are incomplete, Waseda University will not be able to apply for a COE on your behalf.
- If you are admitted to another institution as well as Waseda University and apply for a COE or a visa for both institutions (double application), the COE will not be issued.
- The Immigration Bureau may require you to submit additional documents.
- Depending on the content of documents prepared by the applicants, a COE may not be issued. Waseda University will not be responsible for any disadvantages incurred should the Ambassador/Consul of Japan decides to delay or deny the request for a student visa due to a problem with the submitted documents.
- An applicant who wishes to withdraw from enrolling in Waseda University after receiving a COE must follow the procedure for the withdrawal of enrollment and immediately return the COE to Waseda University.

<Japan>

**International Admissions Office, Admissions Center, Waseda University
School of Political Science and Economics
High School Recommendation Admissions [Taiwan]**

1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

TEL: +81-3-3204-9073

Business hours: 9:00 am to 5:00 pm (Japan Standard Time), Mon. through Fri.

E-mail: admission@list.waseda.jp

<Taiwan>

International Center Taipei, Waseda University (Taipei Office)

TEL: +886-2-2507-4501

Business hours: 9:00 am to 5:00 pm (Taiwan Standard Time), Mon. through Fri.

E-mail: taipei-office@list.waseda.jp